

Library Board Meeting
Thursday, December 17, 2015
7:00 am
Library Meeting Room

Open:

Guest and Public Comments:

Approval of Minutes: November 18, 2015

Treasurer's Report:

Approval of library bills

2016 Budget

- wage increase
- \$5000 building repair threshold

Director's Report

Review & Discuss

Unattended Children Policy

Review / Update Acceptable Use Policy

Best Practices

- Facility study – see Portage pictures

Future Agenda items

Library Board Meeting
Thursday, December 17, 2015
7:00 am
Library Meeting Room

Open: Present: Boyden, Bullette, Klein, Kuse, Ott, and Director Williams

Absent: Craft and Sievers

Guest and Public Comments: None

Approval of Minutes: November 18, 2015 Motion to approve made by Klein
Seconded by Kuse
Vote all in favor

Treasurer's Report:

□ Approval of library bills- at or below target on expenses, fund bal \$143,320, technology fund \$20,835 Endowment \$143,905

2016 Budget

- wage increase was contingent upon Village giving 2% increase, Village doing 1.5%, not 2%, we carried over 2% from last year when we gave 2% and Village gave 4%
Motion by Kuse to keep raise at 3%
Seconded by Klein
Vote all in favor
- \$5000 building repair threshold per occurrence, need to recheck with Village as to whether this still holds true

Director's Report-see attached Report which was emailed out

The fix on self-checkouts seems to work, needs to push through full system before full implementation

Ignitor switch on furnace has been repaired; General Heating says we have a few years on the furnace

Met with Gordon Flesch rep on replacement of public copier, handout includes purchase and rental options

American Library Association Blog interviewed Jessica, an article is being published

Budget-See attached Village worksheet; wages numbers are incorrect, using QuickBooks to match invoices with payments and do projections, see what fund balance is at end of year before approaching Village Administrator

Review & Discuss

Best Practices tabled until January meeting

- **Facility study** – see **Portage pictures**

Unattended Children Policy-move closing time to 6 in January, revise unattended children policy to reflect DPI standards and actual use

Review/Update Acceptable Use Policy-see **attached for review and email comments to Jessica**

Boyden left at 8:09

Future Agenda items-next meeting Jan 28

Motion to Adjourn made by Bullette

Seconded by Klein

Vote all in favor